

ALBERTSON'S JOB DESCRIPTION

Position: Pharmacy Technician/Clerk

Reports to: Pharmacy Manager/Head Pharmacist

PURPOSE:

- To provide courteous customer service and assist the pharmacist in maintaining the clean and orderly appearance of the pharmacy area, prioritizing work, and processing prescription orders in compliance with Federal and State laws and Albertson's company policies and procedures.

ESSENTIAL FUNCTIONS:

- Maintains a professional and friendly manner with all patients when responding to their requests or when necessary referring them to the pharmacists.
- Answers the phone and refers phone requests from physicians, patients, and others which require a pharmacist's knowledge, to the pharmacists.
- Accepts the written prescription or refill information from patients, confirms completeness of patient record and requests missing record(s) for verification by the pharmacists.
- Applies basic prescription reading skills to the written prescription upon data entry. Basic prescription reading skills include: dosage form differentiation, directions, pharmacy calculations and product recognition.
- Accesses the pharmacy computer to obtain complete patient record (on both cash and third party prescriptions) and verifies their party parameters.
- Inputs, accesses, processes, and retrieves data from the pharmacy computer, including speed codes and drug interaction data, as state laws permit.
- Directs professional inquiries to the pharmacist's attention for his/her approval.
- Where allowed by law, informs the patient of the availability of generic alternative products.

ESSENTIAL FUNCTIONS UNDER CERTAIN CIRCUMSTANCES:

- Maintains proper organization of product in each bay and at each counter in regards to established Albertson's company procedures.
- Maintains the clean appearance of the pharmacy area.
- Replenishes pharmacy supply of vials, bottles, bags, and other supplies.
- Records product needed on "want list".
- Fills pharmacy product orders, to specific bay locations where state law allows.
- Where there is a cash register in the pharmacy:
 1. Operates patient sales register by processing individual patient purchases over the scanner or utilizing a scan gun; accurately reads and records prices for items which will not scan.
 2. Totals patient orders; collects cash, checks, and credit cards, gift certificates and coupons from patients; and enters amount and type of payment in accordance with established Albertson's company policies and procedures.
 3. Accurately counts out appropriate change to patient.
 4. Bags all product and affixes the receipt to the bag, and places company stickers on items which are not in bags.

Pharmacy Technician Job Description (cont'd)

OTHER FUNCTIONS:

- Returns discarded non-pharmacy merchandise to its proper locations.
- In areas outside of the pharmacy, keeps the merchandise clean, stocked and properly displayed.
- Performs other duties as assigned by the pharmacist or store management.

ENVIRONMENTAL FACTORS:

- Exposure to cleaning chemicals.

JOB REQUIREMENTS:

- Must meet all state laws and regulations.
- The ability to read, understand and interpret technical written data.
- Ability to readily adapt to changes in schedules and work priorities
- Ability to perform simple mathematical calculations such as addition, subtraction, multiplication and division.
- Successfully completed and passed prescription processing proficiency exam.

DISCLAIMER:

- The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.